

6 January 1953

MEMORANDUM TO: Chief, General Services

FROM : Chief, Printing & Reproducing Division Class. A
 SUBJECT : Monthly Progress Report
 DECLASSIFIED
 Class CHANGED TO: IT 3 C
 DDA Name, 4 Apr 77

1. Problems : personnel. 2. Volume: total jobs received: 2,942 total jobs delivered: 2,795.
 3. Breakdown of completed work for the month of March 1978

25X1

OFFICE	PHOTOSTAT		OZALID		PHOTOCOPY		28 MAR 1978 BY		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		BINDERY
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	Jobs
Director	2	24		v					1	✓ 2,000			3	✓ 545			1	60	
ONE		v		v			v				7	✓ 36,420	1	v 240					
OSI	8 ✓ 452		v 2	v 3	1	v 16	12	v 64,100		v 270	1	v 460							
ORR	146 ✓ 10,260	1	v 6	62 ✓ 98,602	27	v 2,452	42 ✓ 401,208	4 ✓ 47,619	15	v 22,849						6 ✓ 19,590		3	
OIC							v			v	7	v 2,325		v					
OCI	v		v 3	v 33		v 4	v 6,300			v			1	v 1,600					
OCD	229 ✓ 27,309	1	v 40	371 ✓ 42,135	128 ✓ 27,527	913 ✓ 1,596,764	1 ✓ 14,000	5 ✓ 27,490	3 ✓ 1,150	26 ✓ 69,709	17								
OO	19 ✓ 2,289		v 10	v 5,159	16 ✓ 1,873	21 ✓ 131,803	2 ✓ 3,300	64 ✓ 4,525,790	21 ✓ 30,914		2								
DD/P	60 ✓ 8,638	3 ✓ 31	67 ✓ 20,252	22 ✓ 43,082	45 ✓ 234,935	3 ✓ 56,902	18 ✓ 31,475								28 ✓ 14,123		2		
COMMO	3 ✓ 466	3 ✓ 24	5 ✓ 375	3 ✓ 9	✓ 50,230		230												
GSO	6 ✓ 160	3 ✓ 67	3 ✓ 48	32 ✓ 2,076	8 ✓ 34,803	3 ✓ 11,334	3 ✓ 1,050												800
Comptroller	4 ✓ 304	v 2	v 21	2 ✓ 36	v 69,887	v 100	19 ✓ 25,150												
Gen. Counsel	2 ✓ 77	v	v	v	v	v	v												
Personnel	88 ✓ 27,415		1 ✓ 20	v 12	v 18,000	2 ✓ 3,000	5 ✓ 26,550	2 ✓ 1,375	5 ✓ 17,560										
Procurement	4 ✓ 55		v 2	v 6,099	v 13	v 163,785	v 9	v 3,060											2
Medical	v		v	v	v	v	v	v	1 ✓ 1,200										
I&S	v		v 10	v 8,334	v 27	v 21,400	v												
Training	4 ✓ 778	v 3	v 42	v 7	v 10,050	1 ✓ 1,000	18 ✓ 19,460												
NSC				v 1	v 60	v	v												
TOTALS	575	78,227	11	168 541	181,123	231 77,053	1,126 2,805,325	23 174,175	169 4,687,644	27 35,039	66 111,842	26							
BACKLOG	69	6,029		v 290	v 68,231	v 198	v 82,906	v 133	v 464,370	10 v 17,200	6 v 46,150	1 v 2,000	77						

MOTION PICTURE LAB PRODUCTION: 20' 16MM positive film for OCI (1 job). 4 jobs, movie and color film, processed at BACKLOG : 4 jobs, 51,650' 3 jobs, movie film, processed and printed

for DD/P.
for OCD/CR.

GPO Production: Letterpress: 4,450,269

Offset: 656,787

Backlog in GPO: 78 NIS sections.

25X1A5A1

MEMORANDUM TO: Chief, General Services
 FROM : Chief, Printing & Reproduction Division
 SUBJECT : Monthly Progress Report

5 December 1952

128

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		BINDERY		
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	Jobs		
Director				✓	1	✓	3		1	1	✓	200		✓	2	✓	105		✓		
ONE		✓		✓	1	✓	50		✓	1	✓	75	3	✓	15,173		✓		✓		
OSI	3	✓280		✓	3	✓	510		✓	32	15	✓	20,620		✓	675		✓			
CRR	104	✓3,702	1	✓	80	90	✓22,799	12	✓	2,400	63	✓	547,870	5	✓	59,924	15	✓	41,118		
OIC		✓		✓		✓								✓	18	✓	2,115		✓		
OCI				✓	1	✓	4	2	✓	2	7	✓	3,900	1	✓	35,860		✓	2	✓	
OCD	182	✓11,138	1	✓	2	457	✓34,377	138	✓	53,662	684	✓	1,355,721		✓	1,000	5	✓	8,155	2	
OO	16	✓1,041		✓	4	✓	6,576	7	✓	1,515	29	✓	127,428	1	✓	1,500	56	✓	4,164,426	18	
DD/P	63	✓14,141	2	✓	708	91	✓18,345	36	✓	28,144	30	✓	300,675	4	✓	178,400	2	✓	400	✓	
COMMO	1	✓	32		✓	2	✓	23	1	✓	9	✓	36,750		✓	150				✓	
GSO	4	✓	125	3	✓	20			✓	29	✓	4,650	4	✓	3,741		✓	1	✓	2,000	
Comptroller	4	✓	331		✓	3	✓	110	2	✓	10	16	✓	35,435		✓	12	✓	15,048		
Gen. Counsel	1	✓	105		✓		✓			✓		*			✓		✓		✓		
Personnel	98	✓40,549		✓		✓				✓	13	✓	172,975		✓	2	✓	1,300	1	✓	
Procurement	6	✓	430	2	✓	12	3	✓	23	✓	1	17	✓	201,450	1	✓	15,000	8	✓	3,585	
Medical		✓		✓	1	✓	252		✓			✓			✓	2	✓	1,100		✓	
I&S		✓		✓	13	✓	9,522	2	✓	6	6	✓	95,070		✓			✓		✓	
Training	8	✓1,118		✓	9	✓	1,484		✓	11	✓	16,450	2	✓	30,000	20	✓	28,417		✓	
TOTALS	490	72,992	9	822	679	94,078	229	90,423	906	✓	2,948,360	17	337,682	143	✓	4,267,769	23	33,506	90	125,499	30
BACKLOG	60	✓14,461			87	43,634	13	36,272	340	✓	672,364	10	43,100								63

MOTION PICTURE LAB PRODUCTION: 4 jobs 1,858' processed and printed. 1 job, 19,121', processed and printed at [REDACTED] .
 BACKLOG: 4 jobs 58,875"

25X1A5A1

GPO Production: Letterpress: 2,706,150

Offset: 826,144

Backlog in GPO: 99 NIS sections.

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[REDACTED]

25X1A9A

MEMORANDUM TO: Chief, General Services
 FROM : Chief, Printing & Reproduction Division
 SUBJECT : Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	
Director				✓					✓	1	✓ 5,000		✓	1	✓ 25				
ONE		✓		✓		✓			✓			4	✓ 9,790						
OSI	19	✓ 761		✓	15	✓ 4,168			✓ 356	20	✓ 15,505		✓ 150						
ORR	145	✓ 6,271	1	✓ 9	73	✓ 63,892	15	✓ 8,067	51	✓ 154,330	16	✓ 64,918	26	✓ 59,335			1	✓ 2,600	
OIC		✓		✓		✓			✓				18	✓ 3,040				8	✓ 19,991
OCI				✓		✓			✓	4	✓ 36,770	2	✓ 20,500			5	✓ 5,900		
OCD	247	✓ 25,108	1	✓ 26	636	✓ 34,985	144	✓ 69,208	977	✓ 1,693,228						4	✓ 1,350	13	✓ 22,528
OO	17	✓ 1,300	2	✓ 30	6	✓ 1,963	13	✓ 2,041	41	✓ 580,545	1	✓ 1,000	72	✓ 4,846,138	24	✓ 24,123			
OSO ^{11/10}	52	✓ 11,177	1	✓ 488	116	✓ 49,094	42	✓ 9,181	22	✓ 63,780	1	✓ 11,055	1	✓ 1,100			7	✓ 97,400	
OPC ^{11/10}	12	✓ 1,290			14	✓ 3,051	2	✓ 201	10	✓ 26,282	1	✓ 4,100							
COMMO	2	✓ 38			7	✓ 605			✓ 9	✓ 31,460	1	✓ 150	2	✓ 6,020					
OTS	5	✓ 418	2	✓ 161	7	✓ 2,868	1	✓ 30	12	✓ 84,985	1	✓ 37,010							
GSO	7	✓ 119	4	✓ 61	2	✓ 38	20	✓ 1,500	14	✓ 386,674	2	✓ 28,000	1	✓ 100				✓ 225	
Comptroller	2	✓ 72				✓		3	✓	✓ 182,140	1	✓ 25	9	✓ 14,012					
Gen. Counsel	3	✓ 392				✓			✓		✓ 1	✓ 4,200							
Personnel	131	✓ 56,763				✓			✓ 15	✓ 98,300			8	✓ 15,885			8	✓ 1,750	
Procurement	4	✓ 256	2	✓ 14	7	✓ 7,504			✓ 51	✓ 606,400	2	✓ 16,200	7	✓ 1,460					
Medical		✓		✓		✓			✓		✓ 2	✓ 278,500	1	✓ 4,000					
Security		✓			11	✓ 5,404	2	✓ 6	3	✓ 18,450									
Training	1	✓ 252	22	✓ 22,120	10	✓ 121	1	✓ 24	✓ 57,195	1	✓ 700	40	✓ 41,462						
NSC		✓							✓	✓ 1	✓ 15,000								
TOTALS	647	104,217	✓ 35	22,909	904	173,693	243	90,590	1,280	✓ 4,041,044	37	✓ 491,298	186	✓ 4,992,577	33	✓ 31,373	37	✓ 144,494	
BACKLOG	53	✓ 2,714			173	✓ 93,294	73	11,655	125	✓ 398,064	12	✓ 134,500			1	✓ 2,400			

GPO Production: Letterpress: 1,197,900

Offset: 489,918 Backlog in GPO: 84 NIS Sections.

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25X1A9A

25X1A9A
2 October 1952

MEMORANDUM TO: Chief, General Services Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

FROM: Chief, Printing & Reproduction Division

SUBJECT: Monthly Progress Report

1. Problems: personnel.
2. Volume: total jobs received: 2,745 total jobs delivered: 2,648.
3. Breakdown of completed work for the month of September 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	
Director	3	30			1	✓ 10			1	✓ 2,000			4	✓ 1,047					
ONE	1	✓ 598								✓	3	✓ 16,512							
OSI	10	✓ 837	1	✓ 92	4	✓ 416	2	✓ 308	12	✓ 11,820		✓ 300	1	✓ 1,125			1	✓ 1,300	
ORR	88	✓ 2,822	10	✓ 602	71	✓ 37,988	22	✓ 260	33	✓ 237,092	13	✓ 98,876	21	✓ 71,777			4	✓ 9,355	
OIC													8	✓ 1,925					
OCI	1	✓ 12					3	✓	8	✓ 28,044						1	✓ 1,700	1	✓ 2,560
OCD	279	✓ 22,049	1	✓ 936	359	✓ 18,863	109	✓ 40,922	798	✓ 1,412,176	5	✓ 11,500	3	✓ 6,700	4	✓ 2,800	22	✓ 34,972	
OO	18	✓ 1,135	1	✓ 6	11	✓ 6,181	20	✓ 4,023	26	✓ 95,087	4	✓ 2,400	63	✓ 14,126,328	22	✓ 19,732			
OSO	17	✓ 1,528	1	✓ 822	57	✓ 80,962	16	✓ 14,244	7	✓ 54,387	2	✓ 500					3	✓ 11,700	
OPC	19	✓ 2,066			10	✓ 343	5	✓ 217	11	✓ 159,350	1	✓ 4,800							
COMMO	3	✓ 46	2	✓ 80	2	✓ 44			11	✓ 22,550	1	✓ 6,225							
OTS	3	✓ 111	1	✓ 18	5	✓ 92	1	✓ 9	4	✓ 2,750	2	✓ 55,600							
GSO	6	✓ 202	2	✓ 21	1	✓ 30	13	✓	10	✓ 9,846	1	✓ 17,000	4	✓ 2,725				✓ 228	
Comptroller	6	✓ 361					3	✓	31	✓ 68,037	1	✓ 12,000	8	✓ 8,561			1	✓ 100	
Gen. Counsel					1	✓ 12				✓									
Audit	1	✓ 2																	
Personnel	105	✓ 54,335							36	✓ 170,535			4	✓ 12,675			13	✓ 5,650	
Procurement	5	✓ 471	4	✓ 58	4	✓ 154			26	✓ 241,244	5	✓ 31,401	10	✓ 1,965					
Medical					1	✓ 2			2	✓ 6,000			1	✓ 150					
Security					10	✓ 5,201	1	✓	5	✓ 28,740			2	✓ 2,100					
Training					5	✓ 263	1	✓ 52	13	✓ 17,420			24	✓ 28,226					
TOTALS	565	86,605	23	2,635	542	150,561	196	60,035	1,034	2,567,078	38	257,114	153	4,265,304	27	24,232	45,	65,865	
BACKLOG	66	17,040			317	69,523	25	24,755	108	1,412,250	11	21,000			4	2,054			

MEMORANDUM TO: Chief, General Services

FROM: ~~Chief, Printing & Reproduction Division~~

SUBJECT: ~~Monthly Progress Report~~

5 September 1952

Approved for Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

1. Problems: personnel.

2. Volume: total jobs received: 2,959 total jobs delivered: 2,793.

3. Breakdown of completed work for the month of August 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director					2	✓ 35			1	✓ 500			3	✓ 170				
ONE									2	✓ 9,428								
OSI	15	✓ 558			7	✓ 616	1	✓ 259	20	✓ 22,765	1	✓ 1,150	6	✓ 9,265				1 ✓ 2,600
ORR	77	✓ 5,177			54	✓ 33,262	4	✓ 496	33	✓ 214,699	11	✓ 85,043	8	✓ 17,251				
OIC													22	✓ 3,620				
OCI							1	✓ 15,100	4	✓ 675	✓				4	✓ 4,300	2 ✓ 18,875	
OCD	354	✓ 22,274	4	✓ 891	375	✓ 26,477	124	✓ 49,992	916	✓ 1,661,717			2	✓ 5,609	3 ✓ 5,776	24 ✓ 355		
OO	15	✓ 804	1	✓ 6	11	✓ 1,557	13	✓ 2,000	21	✓ 104,650	✓		63	✓ 3,873,345	21 ✓ 19,063	1 ✓ 2,100		
OSO	17	✓ 2,688	1	✓ 200	43	✓ 29,887	22	✓ 18,522	9	✓ 98,675	1	✓ 2,517	2	✓ 724			4 ✓ 27,350	
OPC	26	✓ 1,551			21	✓ 9,130	11	✓ 603	9	✓ 16,865	3	✓ 72						
Commo	2	✓ 14			11	✓ 685	3	✓ 4	1	✓ 10,000	1		4	✓ 1,210				
OTS		✓	1	✓ 12	5	✓ 4,645			5	✓ 10,200	1	✓ 6						
GSO	2	✓ 88	2	✓ 9	1	✓ 4	19	✓	8	✓ 35,200	2	✓ 10,018	4	✓ 10,900			✓ 390	
Comptroller	2	✓ 120					4	✓	16	✓ 87,675	2	✓ 88,100	19	✓ 37,963			1 ✓ 50	
Gen. Counsel	3	✓ 34									✓							
Personnel	95	✓ 53,157							17	✓ 211,860	3	✓ 1,058,000	4	✓ 2,100			6 ✓ 900	
Procurement	9	✓ 661			2	✓ 7,292		✓ 6	21	✓ 313,560	1	✓ 5,000	16	✓ 8,175				
Medical		✓									✓	2	✓ 16,000	3	✓ 3,030			
Security		✓			12	✓ 5,254		✓ 21										
Training		✓	4	✓ 4,490	3	✓ 53		✓	14	✓ 62,600	2	✓ 4,720	35	✓ 55,500				
NSC									3	✓ 2,660			1	✓ 4,335				
TOTALS	617	87,126	13	5,608	547	118,897	202	87,012	1,098	✓ 2,854,301	31	✓ 1,280,054	192	✓ 4,033,197	28	✓ 29,139	39 ✓ 76,620	
BACKLOG	22	9,897			288	✓ 125,496	63	✓ 9,284	260	✓ 393,011	14	✓ 38,000	2	✓ 14,180				

GPO Production: Letterpress: 3,331,650

Offset: 88,765

Backlog in GPO: 125 NIS Sections.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Chief, Administrative Service

5 August 1952

FROM : Chief, Printing & Reproduction Division
SUBJECT : Monthly Progress Report*Handwritten Signature*

1. Problems: personnel.

3. Breakdown of completed work for the month of July 1952:

2. Volume: total jobs received: 2,862 total jobs delivered: 2,662.

MAP 8/16/52

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director	2	48			1	✓ 210			4	✓ 50,560			5	✓ 465				
ONE		✓		✓					2	✓ 1,276								✓ 7,605
OSI	9	✓ 545			4	✓ 1,052	2	✓ 149	18	✓ 22,220		✓ 670	9	✓ 248,929				✓ 5,750
ORR	101	✓ 6,369	2	✓ 6	67	✓ 5,394	5	✓ 16,010	33	✓ 945,159	4	✓ 21,977	10	✓ 20,221				✓ 23,110
OIC		✓		✓								✓ 21	✓ 6,650					
OCI		✓		✓			2	✓	8	✓ 27,400		✓ 2			2	✓ 1,000		
OCD	211	✓ 16,929	3	✓ 211	297	✓ 32,842	91	✓ 35,091	864	✓ 1,502,403			2	✓ 3,643	1	✓ 500	9	✓ 10,375
OO	18	✓ 1,135	2	✓ 578	7	✓ 2,371	19	✓ 1,040	29	✓ 184,321	1	✓ 2,000	71	✓ 4,070,771	25	✓ 25,102		
OSO	29	✓ 3,508	3	✓ 516	71	✓ 37,272	32	✓ 13,076	16	✓ 55,168	2	✓ 20,950	7	✓ 947				
OPC	28	✓ 2,751			6	✓ 4,349	14	✓ 598	13	✓ 76,950	4	✓ 56,000						
Commo	4	✓ 167	1	✓ 4	2	✓ 106	3	✓	2	✓ 11,030			2	✓ 5,950				
OTS	4	✓ 662			1	✓ 14	2	✓	1	✓ 160		✓		✓				
Adm/Staff(s)		✓							2	✓ 1,500								
Gen/Ser.	15	✓ 1,662	2	✓ 21	1	✓ 3	30	✓	17	✓ 137,854	1	✓ 10,000	19	✓ 35,150				✓ 455
Comptroller		✓		✓			3	✓	8	✓ 17,000	2	✓ 7,213	5	✓ 800				
Personnel	104	✓ 47,965							24	✓ 55,250	1	✓ 5,000	11	✓ 3,330				✓ 14,400
Procurement	7	✓ 472							36	✓ 494,300	1	✓ 10,000	7	✓ 1,730				
Medical		✓		✓					1	✓ 2,500			6	✓ 5,570				
Security				✓	12	✓ 6,410												
Training	2	✓ 311	3	✓ 350	12	✓ 279		✓ 2	7	✓ 18,900	1	✓ 6,000	70	✓ 19,060				
NSC									2	✓ 500								
TOTALS	534	82,524	16	8,686	481	90,302	203	65,966	1,087	3,604,451	17	142,810	245	✓ 4,423,216	28	✓ 26,602	31	✓ 51,695
BACKLOG	24	7,809			245	113,894	35	5,321	277	228,640	6	✓ 27,000	8	✓ 34,370	1	✓ 800		

GPO Production: Letterpress: 1,571,125

Offset: 116,398

Backlog in GPO: 121 NIS Sections.

25X1A9A

MEMORANDUM TO: Chief, Administrative Service

8 July 1952

FROM: [Signature] : Chief, Printing & Reproduction Division

Approved For Release 2003/02/27 : CIA-RDP54-00177A00100130043-2

SUBJECT: Monthly Progress Report

1. Problems: personnel.

2. Volume: total jobs received: 2,842 total jobs delivered: 3,148

3. Breakdown of completed work for the month of June 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DRAFT	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
OCD	224	13,409			595	45,046	133	43,250	950	✓ 2,392,741	2	✓ 4,800	3	✓ 15,000	11	✓ 23,800	29	✓ 29,823
OSO	22	2,846	1	✓ 21	78	✓ 5,458	28	✓ 8,840	18	✓ 160,070	1	✓ 495	4	✓ 6,440				
ORR	105	✓ 6,669	1	✓ 1	65	✓ 77,177	✓ 9	✓ 2,103	43	✓ 973,040	9	✓ 49,864	7	✓ 32,506			2	✓ 1,350
OTR	1	✓ 16	2	✓ 2,650	7	✓ 1,175	1	✓	20	✓ 79,710	2	✓ 42,890	117	✓ 61,830				
Personnel	103	✓ 52,707				✓			35	✓ 92,370	3	✓ 770	8	✓ 35,335			23	✓ 6,435
OPC	18	✓ 777	1	✓ 6	13	✓ 7,007	8	✓ 120	13	✓ 191,160	1	✓ 10,250						
OO	11	959	3	✓ 107	10	✓ 4,387	10	✓ 1,895	18	✓ 166,452			72	✓ 4,195,065	23	✓ 21,534	1	✓ 1,400
Ad/Service	6	377	2	✓ 22		✓	23	✓ 300	15	✓ 33,429	2	✓ 4,001	1	✓ 400				✓ 345
Procurement	1	✓ 44	1	✓ 10		✓			34	✓ 663,110	1	✓ 5,000						
OSI	11	✓ 915		✓	11	✓ 425	14	✓ 182	23	✓ 68,825		✓ 650	3	✓ 3,120			3	✓ 2,590
Q&M	1	✓ 8		✓	1	✓ 21		✓	13	✓ 20,061		✓	14	✓ 44,306				
Commo	2	✓ 20	1	✓ 575	3	✓ 1,649			7	✓ 59,200			2	✓ 185				
I&S	1	✓ 8			10	✓ 7,108	1	✓			1	✓ 500						
Finance	1	✓ 215		✓		✓	1	✓	10	✓ 64,000		✓	3	✓ 5,410				
ONE		✓		✓		✓			2	✓ 1,335	4	✓ 21,184					2	✓ 1,920
Director	1	✓ 65		✓	1	✓ 38			1	✓ 500	1	✓ 5,000	5	✓ 278				
OIC		✓		✓		✓						✓	20	✓ 4,395				
Medical		✓		✓		✓			2	✓ 2,100	1	✓ 100	1	✓ 720				
OCI	1	✓ 22		✓	1	✓ 70			8	✓ 14,865								
TSS	1	✓ 14		✓	3	✓ 2,772	1	✓ 25	1	✓ 1,400		✓ 50			2	✓ 1,300	1	✓ 5,250
NSC		✓				✓			1	✓ 11,500								
TOTALS	510	79,071	12	3,392	798	122,333	✓ 229	66,715	✓ 1,214	4,986,868	28	✓ 145,554	260	4,404,990	36	46,634	61	49,113
BACKLOG	61	✓ 25,705			130	✓ 3,677	53	✓ 2,694	54	✓ 201,832	17	✓ 15,400						

MEMORANDUM TO: Chief, Administrative Service
 FROM : Chief, Printing & Reproduction Division
 SUBJECT : Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-0077A000100130043-2

6 June 1952

1. Problems: personnel.

2. Volume: total jobs received: 3,348 total jobs delivered: 3,111.

3. Breakdown of completed work for the month of May 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
OCD	271	14,079	5	✓ 2,458	390	✓ 52,199	136	✓ 44,544	1,096	✓ 1,890,706	✓ 200	2	✓ 1,700	2	✓ 21,500	67	✓ 99,203	
OSO	19	✓ 825			✓ 90	✓ 36,789	9	✓ 10,963	6	✓ 24,395	2	✓ 14,100	4	✓ 5,270				
ORR	76	✓ 2,691	1	✓ 1	67	✓ 2,609	11	✓ 1,427	27	✓ 152,931	21	✓ 56,154	8	✓ 27,502			3 ✓ 1,936	
Training	5	✓ 132	1	✓ 9,345	7	✓ 232		✓ 1	24	✓ 58,245	1	✓ 3,000	62	✓ 74,845				
Personnel	115	✓ 50,906			✓ 1	✓ 6		✓	27	✓ 242,100		✓	12	✓ 15,595			11 ✓ 6,080	
OPC	20	✓ 2,659	1	✓ 10	7	✓ 1,067	4	✓ 27	10	✓ 33,225				✓	1	✓ 1,000		
OO	25	✓ 2,137	2	✓ 486	8	✓ 665	5	✓ 775	19	✓ 109,788	1	✓ 200	72	✓ 4,153,475	21	✓ 18,468		
Ad/Service	7	✓ 392			✓		31	✓	17	✓ 60,516	2	✓ 3,000					✓ 109	
Procurement	6	✓ 883			✓	1	✓ 24		✓ 3	21	✓ 151,500	3	✓ 23,510	15	✓ 2,275			
OSI	7	✓ 690			✓	13	✓ 973	6	✓ 60	10	✓ 7,455	✓ 200	3	✓ 200			✓ 2,475	
Q&M	3	✓ 49			✓			✓	18	✓ 50,669	✓ 3,600	13	✓ 16,116					
Commo	8	✓ 671	20	✓ 5,703	6	✓ 482			8	✓ 64,200	✓ 120	3	✓ 1,385				✓ 2,16,000	
I&S	1	✓ 30			✓	10	✓ 4,622		✓	1	✓ 2,715	✓						
Finance					✓			✓	10	✓ 22,600	✓	3	✓ 71					
ONE		✓			✓	1	✓ 7			✓	✓ 9,736							
Director	4	✓ 126	1	✓ 80	3	✓ 81		✓ 1	2	✓ 28,750	✓ 1,000	3	✓ 705					
OIC		✓			✓		✓			✓		✓	14	✓ 1,270				
Medical		✓			✓		✓		✓ 1	✓ 300	✓	10	✓ 4,310					
OCI	2	✓ 40	1	✓ 2	2	✓ 89	2	✓	10	✓ 13,215	✓			2	✓ 4,200			
TSS	1	✓ 100	2	✓ 95		✓		✓		✓			✓					
TOTALS	570	76,410	34	18,180	606	99,845	204	57,801	1,307	2,913,310	34	164,820	224	4,304,719	26	45,168	85	127,803
BACKLOG	138	20,254			300	79,467	4	63	11,364	107	348,712	9	15,000			3	4,100	25X1A9A

MEMORANDUM TO: Chief, Administrative Service

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

May 1952

FROM : Chief, Printing & Reproduction Division

25X1A9A

SUBJECT : Monthly Progress Report

1. Problems: personnel.

2. Volume: total jobs received: 3,244 total jobs delivered: 3,099.

3. Breakdown of completed work for the month of April 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Imps.	Jobs	Imps.	
OCD	210	✓14,537	4	✓1,069	433	✓61,944	131	✓67,661	1,047	✓1,801,214	1	✓150	4	✓36,500	1	✓1,920	65	✓28,837	
OSO	35	✓3,292	1	✓12	51	✓21,671	12	✓28,812	4	✓177,700		✓400	6	✓6,115					
ORR	97	✓2,927	6	✓448	78	✓28,563	10	✓487	36	✓852,283	7	✓62,675	13	✓29,390			10	✓26,450	
Training	1	✓7	6	✓11,110	4	✓153	1	✓7	27	✓22,970	2	✓21,230	27	✓38,805					
Personnel	111	✓45,262		✓		✓			19	✓80,260	2	✓26,520	21	✓33,170	1	✓4,800	19	✓4,510	
OPC	20	✓845	1	✓30	11	✓3,287	5	✓46	22	✓396,205	1	✓69,750	1	✓4,130					
OO	18	✓1,849	2	✓190	6	✓1,361	10	✓2,070	17	✓92,514	1	✓3,300	79	✓4,577,306	21	✓16,968			
Ad/Ser.	7	✓373	3	✓8	2	✓63	2	✓36	21	✓102,031	8	✓23,529	2	✓4,500	1	✓9,300		568	
Procurement	2	✓36		✓		✓			33	✓273,700	2	✓23,500	31	✓13,040					
OSI	13	✓2,483		✓	3	✓1,242	16	✓110	16	✓28,720		✓600	6	✓4,380			3	✓2,305	
O&M	2	✓23		✓		✓			✓	15	✓20,304	1	✓6,000	18	✓19,086				
Commo	10	✓357	10	✓1,177	6	✓511			8	✓57,750	1	✓40,000	13	✓11,485					
I&S		✓		✓	17	✓10,352		✓	1	✓500		✓							
Finance		✓		✓		✓		✓	4	✓4,200		✓	2	✓5,850					
ONE		✓		✓		✓		✓	3	✓851	3	✓106,992							
Director	1	30		✓	6	✓256		✓30	3	✓1,650	2	✓21,000	3	✓185					
OIC		✓		✓		✓		✓		✓		✓	14	✓2,420					
Medical		✓		✓		✓		✓		✓		✓	10	✓6,490					
OCI	1	✓15		✓		✓		✓	7	✓27,640		✓			2	✓6,200			
TSS		✓	3	✓200	4	✓44		✓	3	✓2,600	1	✓1,321	1	✓300					
NSC		✓		✓		✓		✓	1	✓700		✓							
TOTALS	528	72,036	36	14,244	621	129,447	187	99,259	1,287	3,942,892	32	406,967	251	4,793,152	26	39,188	97	162,670	
BACKLOG	100	23,145			232	139,213	✓	30	655	75	327,086	8	25,000	6	10,760				

GPO Production: Letterpress: 1,705,280

Offset: 135,548

Backlog in GPO: 137 NIS sections.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Chief, Administrative Service

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-0177A000100130043-2

4 April 1952

48

25X1A9A

1. Problems: personnel. 2. Volume: total jobs received: 3,379 total jobs delivered: 3,941.

3. Breakdown of completed work for the month of March 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Imps.	Jobs	Imps.
OCD	292	✓ 18,953	4	✓ 18	629	✓ 102,057	132	✓ 83,413	1,285	✓ 2,154,997	1	✓ 250	6	✓ 8,500	7	✓ 8,350	86	✓ 122,235
OSO	61	✓ 5,187	1	✓ 174	74	✓ 50,204	12	✓ 5,142	16	✓ 228,770	1	✓ 450	12	✓ 7,235				
ORR	168	✓ 5,594	3	✓ 11	77	✓ 9,998	3	✓ 353	43	✓ 775,255	6	✓ 49,690	8	✓ 27,484	1	✓ 1,000	4	✓ 7,375
Training	4	✓ 318	2	✓ 455	14	✓ 9,079	1	✓ 27	29	✓ 219,419			60	✓ 26,370				
Personnel	115	✓ 43,424							16	✓ 100,005	2	✓ 2,320	11	✓ 10,900	1	✓ 500	19	✓ 11,625
OPC	38	✓ 2,742			17	✓ 10,121	14	✓ 2,002	11	✓ 57,300								
OO	22	✓ 1,994	1	✓ 6	✓ 22	✓ 4,201	29	✓ 5,662	18	✓ 87,510	2	✓ 9,000	66	✓ 4,344,048	22	✓ 17,644	1	✓ 935
Ad/Ser.	8	✓ 260	1	✓ 6	2	✓ 67	29		18	✓ 57,924	3	✓ 45,000	2	✓ 2,015				
Procurement	8	✓ 545							51	✓ 808,550			22	✓ 13,045				
OSI	22	✓ 2,195			5	✓ 2,271	2	✓ 477	28	✓ 50,915	2	✓ 1,750	8	✓ 11,257			2	✓ 250
O&M	2	✓ 23							23	✓ 30,820			16	✓ 11,823				
Commo	9	✓ 753	17	✓ 1,593	3	✓ 171	1	✓ 1,200	9	✓ 51,050	2	✓ 4,000	3	✓ 960				
I&S	2	✓ 25			13	✓ 7,070	4		1	✓ 1,000			1	✓ 500				
Finance									10	✓ 33,130								
ONE		✓ ✓		✓						✓	7	✓ 14,605						
Director	2	✓ 132			1	✓ 24			8	✓ 5,060			5	✓ 2,088				
OIC		✓								✓			26	✓ 4,340				
Medical	1	✓ 336								✓			8	✓ 13,425				
OCI		✓			1	✓ 92	1	✓	4	✓ 15,800			1	✓ 600				
TSS	5	✓ 467	2	✓ 80	2	✓ 3,012			4	✓ 62,150	3	✓ 14,250	2	✓ 1,880				
NSC		✓							6	✓ 84,000								
TOTALS	759	82,948	31	2,343	860	198,367	228	98,276	1,580	4,823,655	29	141,315	257	4,486,470	31	27,494	112	142,420
BACKLOG	117	4,795			171	101,541	54	6,255	38	430,788	10	110,000	2	2,145	1	4,000		

8 March 1952

MEMORANDUM TO: Chief, Administrative Services

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel

2. Volume: total jobs received: 3,624 total jobs delivered: 3,327

3. Breakdown of completed work for the month of February 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Imps.	Jobs	Imps.
Director	5	217		✓	5	193	1	25	4	✓ 7,170		✓		✓		✓		✓
ONE				✓						✓	4	✓ 9,734		✓		✓		✓
ORR	119	✓ 3,073		✓	76	✓ 7,167	1	✓ 25	37	✓ 764,422	7	✓ 4,651	8	✓ 30,247		✓	2	✓ 7,175
OSI	19	✓ 2,762		✓	9	✓ 4,649	1	✓ 606	15	✓ 12,615		✓	2	✓ 95		✓	1	✓ 160
OSO	40	✓ 1,391	18	✓ 1,880	78	✓ 33,801	4	✓ 12,201	6	✓ 25,100	1	✓ 125		✓		✓		✓
Commo.	7	✓ 409	9	✓ 345	2	✓ 224			3	✓ 35,500			3	✓ 1,715		✓		✓
OPC	34	✓ 1,506	2	✓ 63	21	✓ 3,986		✓ 40	7	✓ 80,930			1	✓ 225		✓		✓
OIC		✓		✓		✓				✓			16	✓ 2,445		✓		✓
OCI	1	✓ 14	1	✓ 45	4	✓ 28			2	✓ 1,025				✓ 1,400				
OCD	307	✓ 21,973	1	✓ 1,358	512	✓ 31,661	55	✓ 1,885	1,123	✓ 1,695,024			3	✓ 1,625	6	✓ 4,350	53	✓ 66,780
OO	17	✓ 1,902	1	✓ 6	15	✓ 3,272	17	✓ 1,277	16	✓ 67,259			63	✓ 4,041,288	19	✓ 15,124		
O&M	6	✓ 56		✓	1	✓ 1			17	✓ 27,416			8	✓ 8,715		✓		✓
I&S	1	✓ 27		✓	19	✓ 8,666			3	✓ 9,100			4	✓ 3,175		✓		✓
Ad/Ser.	21	✓ 1,001	1	✓ 3	15	✓ 4,612	10	✓ 2,930	13	✓ 275,582	2	✓ 8,524	1	✓ 500		✓		✓ 486
Finance		✓		✓		✓			16	✓ 23,400			1	✓ 1,500		✓		✓
Personnel	121	✓ 59,936		✓		✓			25	✓ 206,890	1	✓ 3,000		✓		✓	18	✓ 4,695
Procurement	5	✓ 111		✓		✓			22	✓ 184,800		✓ 400	24	✓ 8,731		✓		
Training	2	✓ 1,701	2	✓ 823	6	✓ 276		✓ 14	20	✓ 43,850	1	✓ 2,000	92	✓ 48,545		✓		✓
Medical		✓		✓		✓			1	✓ 2,000			3	✓ 700		✓		✓
TOTALS	705	96,079	35	4,523	763	98,536	89	109,003	1,330	3,462,083	16	28,434	229	4,149,506	26	20,874	74	79,296
BACKLOG	238	20,688			238	151,080	35	5,180	223	562,355	5	91,000	8	7,245				

GPO Production: Letterpress: 2,950,550

Offset: 159,975

Backlog in GPO: 148 NIS sections

25X1A9A

MEMORANDUM TO: Chief, Administrative Service

9 January 1952

FROM : Chief, Printing & Reproduction Division

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

SUBJECT : Monthly Progress Report

February 1952
MP

1. Problems: personnel. 2. Volume: total jobs received: 3,246 total jobs delivered: 3,016.

3. Breakdown of completed work for the month of January:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Imps.	Jobs	Imps.
Director	1	28	4	129	3	70			3	2,300			4	✓ 526				
ONE		✓		✓		✓				✓	3 ✓ 5,230			✓		✓		✓
ORR	40	✓ 1,321		✓	29	✓ 7,482	2	✓ 2,265	16	✓ 251,927		✓	1	✓ 500				
OSI	20	✓ 574		✓	3	✓ 62	2	✓ 126	18	✓ 26,040			5	✓ 5,260				
OSO	57	✓ 11,535	1	✓ 32	100	✓ 18,173	7	✓ 3,215	7	✓ 56,610		✓	13	✓ 15,760				
Commo.	7	✓ 561	10	✓ 669					4	✓ 72,000			3	✓ 1,150				
OPC	24	✓ 2,495	1	✓ 60	22	✓ 3,209	3	✓ 983	13	✓ 125,041					✓	✓		
OIC		✓		✓	6	✓ 46		✓ 10	1	✓ 9,500			10	✓ 1,845				
OCI		✓		✓	6	✓ 46		✓ 10	1	✓ 9,500					1	✓ 1,600		
ODC	327	✓ 16,243		✓	405	✓ 62,218	64	✓ 59,017	1029	✓ 1,497,273		✓	4	✓ 5,358	6	✓ 39,600	79	✓ 87,148
OO	11	✓ 198		✓	6	12	✓ 1,083	14	✓ 2,655	12	✓ 57,721		✓	64	✓ 4,064,107	23	✓ 20,103	
MGT.	3	✓ 25		✓					34	✓ 31,224			23	✓ 33,468				
I&S	6	✓ 3,048		✓	18	✓ 7,732		✓ 7	2	✓ 1,030			1	✓ 2,000	1	✓ 1,752		
AD/Service	10	✓ 653		✓	5	✓ 2,056	35	✓ 6,612	8	✓ 38,200	1	✓ 250	1	✓ 200			1	✓ 500
Finance	1	✓ 180		✓					20	✓ 42,325			3	✓ 6,250				
Personnel	109	✓ 47,625		✓	1	✓ 9,636	1	✓ 50	33	✓ 207,085			2	✓ 1,500	2	✓ 9,000	14	✓ 8,605
Procurement	11	✓ 1,339	1	✓ 18	1	✓ 6			31	✓ 455,300			14	✓ 6,915				
Training	8	✓ 2,530	1	✓ 280	16	✓ 1,448		✓ 47	21	✓ 71,355	2	✓ 25,600	75	✓ 54,200				
Medical	1	✓ 18		✓		✓				✓			3	✓ 2,300				
NSC		✓		✓		✓		✓	1	✓ 500	1	✓ 75						
TOTALS	636	88,373	18	1,194	621	113,221	128	74,987	1253	2,945,431	7	31,155	226	4,201,339	33	72,055	94	96,253
BACKLOG	117	3,043			166	52,819	48	16,934	173	409,583	10	4,400	13	3,485				

GPO Production: Letterpress: 283,100 Offset: 104,350 -- Backlog in GPO: 142 NIS Sections.

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25X1A9A

Approved For Release 2003/02/27 : CIA-RDP54A0177A000100130043-2

*Initials MR.
W.L.*

18 December 1951

MEMORANDUM TO: Chief, Administrative Services
FROM : Chief, Printing & Reproduction Division
SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 2,741 total jobs delivered: 2,843.

3. Breakdown of completed work for the month of November:/

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	4	61			2	45			3	9,898	3	348				
ONE									6	8,341						1 1,160
ORR	118	2,158	3	32	81	13,871	2	570	16	37,862	4	6,480				
OSI	13	621			1	2	1	25	16	2,858	3	125				2 9,000
OSO	47	3,518	11	1,296	72	22,370	1	7,775	15	121,565	10	4,810				
OPC	22	2,498	1	120	12	5,209	2	200	7	75,600						
OCD	393	15,128			474	40,837	38	18,028	865	1,367,888	1	50				64 77,912
OIC											15	3,055				
OO	9	1,745			7	1,140	9	2,020	9	33,418	67	3,519,515	19	15,900		
MGT									8	14,614	7	3,850				
Security					16	7,196	1	100	4	11,650	1	7,350				
Ad/Services	7	368	3	55	3	8	5	1,275	8	30,400	3	5,500				1 200
Finance	5	15							13	13,434	3	10,400				1 75
Personnel	126	60,428		11	249			3	61	172,595	50	57,340				11 1,950
Procurement	5	548							24	217,023	15	3,840				
Medical									2	3,000						
TOTALS	749	87,088	18	1,503	679	90,927	59	29,996	1,057	2,120,146	182	3,622,663	19	15,900	80	90,297
BACKLOG	131	7,781			282	68,868	29	2,179	31	304,760				1	3,000	

GPO PRODUCTION: Letterpress: 1,276,912 Offset: 151,600.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Chief, Administrative Services Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2
 FROM : Chief, Printing & Reproduction Division

16 November 1951

SUBJECT : Monthly Progress Report

1. Problems: personnel.

2. Volume: total jobs received: 2,323 total jobs delivered: 1,927.

3. Breakdown of completed work for the month of October:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Job	Imps.
Director's Office			2	42					2	2,200	5	995				
ONE									3	3,876						2 47,225
ORR	73	1,764	1	8	47	3,683	5	4,525	45	152,131	10	34,910				1 14,910
OSI	24	2,137			5	1,799		42	33	36,265	11	13,755				
OSO	33	2,490	7	112	43	26,656		8,892	8	219,874	5	4,724				
OPC	28	531			12	7,936		67	3	13,050						
OCD	269	15,235			322	43,340	28	27,568	151	1,259,217	4	3,845	2	24,900	14 63,519	
OCI					5	45			3	8,390			1	1,200		
OO	13	1,257			2	260	12	1,956	10	16,338	70	3,467,698	23	21,746		
MGT	2	21							12	21,636	8	16,415				
Security	1	2			19	7,547			2	15,300	1	2,000				
Ad/Services	12	229	4	252	3	57		125	14	58,475	1	1,000				
Finance	2	268							24	58,450						
Personnel	148	86,184			23	1,455	1	30	70	350,950	130	147,338			18 2,730	
Procurement	5	954							36	421,300	33	19,447				-
Medical	1	7									1	100				
General Counsel	1	24														
NSC									5	25,000	3	29,440				
OIC											10	1,545				
TOTALS	612	111,103	14	414	481	92,778	46	43,205	421	1,901,131	292	3,743,212	26	47,846	35 81,722	
BACKLOG	542	21,892			592	107,729	2	3,500	53	378,014	5	38,105	1	3,000		

GPO Production: Offset: 130,910 impressions Letterpress: 1,139,070 impressions.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Chief, Administrative Services *Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2*

18 October 1951 *TJW*

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel.

2. Volume: total jobs received: 2,078 total jobs delivered: 2,030.

3. Breakdown of completed work for the month of September:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	6	282			5	171			2	350	2	180				
ONE									3	6,670						
ORR	55	2,659	4	95	58	5,798	2	2,163	35	320,454	10	22,068				
OSI	22	1,849	1	8	6	550	2	249	33	9,230	11	6,080				
OCD	483	14,901	2	12	378	54,910	42	31,473	61	1,544,674	3	4,250	3	26,500	9	1,065
OCI			1	1	7	280	1	2,920	1	1,500			3	2,300	1	170
OSO	44	9,299	15	1,408	70	41,415		9,493	8	54,100	10	21,745				
OPC	23	1,023			11	2,718		23	3	45,000	1	25,000				
OO	8	1,052			5	1,657	7	201	9	18,736	64	3,152,185	21	17,888		
MGT.	2	23							9	22,090	5	4,662				
SECURITY					18	7,460			5	20,051			1	1,524		
AD/SERVICES	15	798	5	206	3	498	12	1,750	4	5,300	2	2,500				
FINANCE									13	11,060	1	6,500				
PERSONNEL	108	85,326	1	50	48	899			63	210,607	71	57,270			12	1,960
PROCUREMENT	7	286	1	125					25	244,600	25	9,188				
OIC											14	14,950				
MEDICAL									4	4,600	3	2,300				
GENERAL COUNSEL					1	107		25			1	100				
TOTALS	773	117,498	30	1,905	610	116,463	66	48,297	278	2,519,022	223	3,328,978	28	48,212	22	3,195
BACKLOG	449	10,788			446	93,385	1	1,000	20	110,060	1	2,000				

GPO PRODUCTION: Letterpress: 2,535,279 Offset: 140,733.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Acting Deputy Chief, Administrative Services
 FROM : Chief, Printing & Reproduction Division
 SUBJECT : Monthly Progress Report

27 September 1951

1. Problems: personnel. 2. Volume: total jobs received: 2,195 total jobs delivered: 1,912.

3. Breakdown of completed work for the month of August:

OFFICE	PHOTOSTAT		PHOTOGRAPHY		OZALID		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office			2	64	3	34			2	4,300	6	2,590				
ONE	1	15							4	2,813						
ORR	94	3,195	47	8,707	1	792	3	505	25	619,437	21	39,295				3 14,245
OSI	30	1,282	2	25	2	17		6	35	75,443	18	5,641				
OCD	347	12,647	475	44,487			45	36,210	94	1,375,520	6	6,208	2	1,200	19	23,205
OCI	1	130	4	32							28	3,750	3	2,100		
OSO	19	4,145	36	32,810	10	616	1	2,346	11	187,365	3	5,160				
OPC	19	1,183	13	10,514				400	7	31,875						
OO	11	710	8	1,264			21	5,503	13	45,547	82	3,484,764	22	17,747		
Management	2	20							10	18,254	7	4,834				
Security	1	8	19	11,296					1	300	3	3,000			2	300
Ad/Services	8	191	4	136	5	147	3	1,125	4	15,126	4	5,150			1	100
Finance									3	12,540						
Personnel	51	60,704	21	2,119				2	61	242,187	46	46,085	1	5,000	11	16,300
Procurement	7	531	1	12				2	13	86,300	19	4,915				
General Counsel	1	3	1	146												
Medical									1	1,000						
NSC									2	4,245						
TOTALS	592	84,764	633	111,604	21	1,614	73	46,099	286	2,722,252	243	3,611,392	28	26,047	36	54,150
BACKLOG	519	19,365	451	100,022			24	730	20	174,774			1	31		

GPO Production: Offset Impressions: 162,928 Letterpress Impressions: 2,984,602.

MEMORANDUM TO: Acting Chief, Administrative Services Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

11 August 1951
mvtav/NB

FROM : Chief, Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 1,917 total jobs delivered: 1,542.

3. Breakdown of completed work for the month of July:

OFFICE	PHOTOSTAT		PHOTOGRAPH		OZALID		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office			2	49	2	80					3	300				
ONE									1	1,440			2	233		
ORR	43	879	33	412	1	2	3	355	26	372,413	16	29,272	3	829	4	2,475
OSI	12	443	4	57			1	25	27	49,018	22	11,700			1	385
OCD	285	13,774	237	33,602			19	31,651	151	1,287,669	14	21,040	2	8,500	4	17,625
OCI	1	17	7	104					2	4,000	33	3,677	3	7,100		
OSO	57	2,228	43	24,450	9	215	4	21,902	19	61,005	2	1,280				
OPC	17	705	2	490				22	7	25,390						
OO	19	1,619	2	28			5	270	7	67,855	61	3,095,268	21	18,105		
Management	3	25	1	40					16	30,212	11	22,928				
Security			13	5,870					11	70,450	1	150			1	1,600
Ad/Services	9	326	2	32	2	24	1	700	12	104,838	2	350			2	350
Finance	1	10							4	40,350	1	300				
Personnel	55	4,468	11	54	1	25			28	94,265	44	41,510	1	1,000	22	4,700
Procurement	3	96							18	228,000	15	5,465				
Medical											1	200				
General Counsel	4	1,894									2	1,220				
NSC									5	55,000						
TOTALS	509	26,484	357	65,188	15	346	33	54,925	334	2,491,905	226	3,234,660	32	35,767	34	27,135
BACKLOG		-	405	16,918	n				15	90,500	2	4,850	1	5,000		

GPO Production: Offset Impressions: 160,680 Letter Press Impressions: 2,128,611.

Photographic Job farmed out for OCD: 1,510 prints.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Acting Assistant to the Chief, Administrative Services
 FROM : Chief, Reproduction Division
 SUBJECT : Monthly Progress Report

14 July 1951

1. Problems: personnel. 2. Volume: total jobs received: 2,360 total jobs delivered: 1,911.

3. Breakdown of completed work for the month of June:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	
Director's Office	2	25	3	200	2	216			4	4,104	7	4,126			1	100	
ONE									2	496			1	72			
ORR	72	1,318			52	3,935	2	138	35	336,477	22	63,490	2	349	4	2,010	
OSI	21	776	3	1,713	5	2,379			60	19	112,649	17	2,440			1	48
ODD	418	16,426			255	37,133	20	27,443	133	1,662,585	10	5,116	3	27,500	17	2,118	
OPI	1	16			4	55			1	1,000	20	3,540	2	1,700			
OSO	67	11,548	10	1,051	69	57,567	7	62,297	20	101,000	6	13,720					
OPC	14	4,116			4	1,566	1	670	7	25,835							
OO	15	1,832	1	6	6	7,268	9	385	16	55,497	68	2,982,382	23	19,440			
Management	1	13			1	4			4	5,225	13	11,135					
Security					21	7,306			5	17,500	4	9,220					
All/Services	9	437			2	5	3	1,150	6	17,158	4	6,800					
Finance	1	1							7	22,400	2	600					
Personnel	77	2,452	1	720	82	3,370			38	165,945	31	24,305	1	1,000	17	1,630	
Procurement	6	611							25	322,400	36	11,840					
Medical									2	750	2	1,000					
General Counsel	2	305															
NSC									2	24,000							
TOTALS	706	39,877	18	3,690	503	120,803	42	92,143	328	3,925,021	242	3,139,714	32	50,061	40	5,906	
BACKLOG	295	13,924			423	125,497	3	15,275	19	41,375			1	195			

CFO Production: Offset Impressions: 39,010 Letter Press Impressions: 59,000.

25X1A9A

MEMORANDUM TO: Acting Deputy Chief, Administrative Services
 APPROVED FOR RELEASE 2003/02/27 CIA-RDP54-00177A000100130043-2
 FROM : Chief, Reproduction Division
 SUBJECT : Monthly Progress Report

12 June 1951

1. Problems: personnel. 2. Volume: total jobs received: 2,278 total jobs completed: 2,405.

3. Breakdown of completed work for the month of May:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Job	Imps.
Director's Office	6	155	2	40					10	5,611	4	712				
ONE	1	102							3	3,210			5	713		
ORR	85	1,242			61	3,389	1	130	26	529,297	36	76,141	4	651	4	290
OSI	26	673			6	2,626		125	27	17,110	8	1,555			2	700
CCD	539	19,058	5	1,061	463	64,507	38	39,678	134	1,725,776	16	20,147	5	48,400	9	780
DCI	1	6			10	79					30	3,705	3	3,300	2	130
OSO	84	12,709	9	1,115	109	23,785	2	21,978	28	99,210	7	68,686			1	1,272
OPC	34	3,000			7	8,238		100	6	3,830	1	396				
CO	22	2,642	7	2,757	13	3,017	15	1,518	19	86,234	78	3,959,737	24	21,141		
Management	3	219							17	62,572	9	3,953				
Security					15	5,051			6	9,550	3	2,000	1	1,536		
Ad/Services	20	491			2	4	231	5	2,850	10	23,218	3	270			
Finance	1	18							8	12,750						
Personnel	38	141			81	2,474	1	2,800	34	82,225	53	43,930	2	5,000	1	50
Procurement	2	63							21	184,500	20	3,815				
Medical									1	1,000	3	1,400				
General Counsel	3	610							1	500	1	75				
TOTALS	865	41,129	23	4,975	769	113,397	62	69,179	351	2,346,593	272	4,186,522	44	80,741	19	3,222
BACKLOG	107	4,030			260	24,467	10	41,000	6	33,771	2	1,290				

GPO Production: Offset Impressions: 145,400 Letter Press Impressions: 1,862,992.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Acting Deputy Chief, Administration
 APPROVED FOR RELEASE 2003/02/27 : CIA-RDP54-00177A000100130043-2

FROM : Chief, Reproduction Division

SUBJECT : Monthly Progress Report

7 May 1951

1. Problems: personnel. 2. Volume: total jobs received: 2,120 total jobs completed: 2,053.

3. Breakdown of completed work for the month of April:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office			1		90	1	3		2	1	2,000	5	585			
ONE	3	68											4		842	
ORR	95	1,744	1		18	36	5,383	3	381	21	822,180	39	65,119	6	954	12 6,702
OSI	14	212	1		20	9	509		54	27	6,650	11	3,910		2	655
OCD	479	21,055			326		51,997	5	20,802	127	1,626,017	9	10,019	4	26,200	15 1,465
OCI	1	490	3		22	3	35					21	3,220	1	3,000	
OSO	82	9,483	9		241	81	35,116		428	15	119,400	7	70,413			
OPC	33	1,860	1		25	10	516		10	6	19,336	1	9,800			1 380
OO	16	2,365			6		1,889	19	4,090	7	34,710	66	3,487,479	24	23,325	
Management	1	12							12		108,350	6	8,722			
Security					19		4,614			7	36,800	2	1,000			
Ad/Services	13	524	3		27	3	296	5	750	8	93,704					3 512
Finance	2	450							10		19,320					
Personnel	60	1,817			36		4,658			23	41,250	92	62,535			
Procurement	3	38							22		230,200	28	4,815			
Medical	1	2								1	50					
NSC																
General Counsel	2	44										1	75			
Training	1	1							17		108,701	1	1,200			1 400
TOTALS	806	40,165	19		443	530	105,016	32	26,517	304	3,268,668	289	3,728,892	39	54,321	34 10,114
BACKLOG	228	10,311			232		67,176	20	50,475	11	144,625	2	1,522			

GPO Production: Offset Impressions: 64,865 Letter Press Impressions: 959,218.

25X1A9A

7 April 1951

MEMORANDUM TO: Deputy Chief, Administrative Services

FROM :: Chief, Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 2,236 total jobs completed: 1,891.

3. Breakdown of completed work for the month of March:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	1	3	2	60					2	2,882	5	626			2	75
ONE									1	360			2		542	1 2,760
ORR	93	2,516	1	6	35	2,212			110	23	111,593	25	68,024	2	388	15 7,540
OSI	16	288	1	20	5	1,100			9	28	14,073	9	1,350			
CCD	374	19,841	1	5	396	77,028	26		31,099	113	1,695,783	11	3,015	1	3,000	9 1,296
OCI	2	82			7	328			25	2	2,100	18	2,595	2	6,500	
OSO	53	9,582	11	448	96	27,234	4		7,637	18	64,940	6	26,190			
OPC	38	2,971			11	5,178			212	14	1,525,885					
OO	12	741			12	1,778	7		769	13	18,533	75	3,476,622	22	21,051	
Management					1	4			15	2	6,000	8	8,223			
Security	2	814			17	3,924				7	20,050	4	7,000	1	1,320	
Ad/Services	11	162	1	30	6	546	7	2,200	6	5,708	1	500				
Finance									2	7,000	1	1,400				
Personnel	81	1,910	1	4,400	15	3,646			2	18	27,050	24	25,655	1	1,000	
Procurement	1	12			1	20				18	1,466,786	28	6,415			
NSC										2	10,000	1	2,520			
TOTALS	634	38,922	18	4,269	602	122,993	14	42,078	262	4,978,743	216	3,530,135	31	33,801	27 11,671	
FACNLOG	295	9,912			236	74,156	16	45,000	6	166,000						

GPO Production: Offset Impressions: 221,400 Letter Press Impressions: 1,754,167.

MEMORANDUM TO: Deputy Chief, Administrative Services Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

7 March 1951

FROM : Chief, Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 1,676 total jobs completed: 1,549.

3. Breakdown of completed work for the month of February:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	1	3							1	255	5	3,827			1	250
ONE									3	900			5	1,449		
ORR	74	1,222	3	19	9	220			15	657,848	7	36,320	1	211	5	9,520
OSI	17	640	1	2	3	715			40	10,100	6	545	1	65		
OCD	307	13,785			282	53,039	14	23,194	98	1,684,478	8	10,589	4	20,600	8	4,815
OIC	1	420	1	25	4	199			50	3	8,015	17	2,000			
OSC	59	9,370	7	265	45	16,294			214	18	213,353	3	16,500			
OPC	25	1,540				8	935			95	6	81,350				
OO	15	2,293				7	2,063	6	4,187	16	87,824	70	3,084,054	19	18,368	
Management	1	6				1	14			6	1,880	12	14,794			
General Counsel										1	1,000					
Security					13	2,995			1	6	29,800	2	3,100			
Ad/Services	16	446				4	268	4	675	9	34,500	4	1,525		2	400
Finance	1	2									1	400				
Medical											1	4,000				
Personnel	51	1,807			51	325			27	51,750	48	22,590	2	1,355	1	250
Procurement						1	20	1	165	19	1,041,800	11	5,365	2	3,366	
NSC										2	8,000					
TOTALS	568	31,534	12	311	428	77,087	25	28,581	270	3,912,853	195	3,205,609	34	45,414	17	15,235
BACKLOG	75	4,758			235	71,501	3	17,500	2	53,500	2	7,744				

GPO Production: Offset Impressions: 154,350 Letter Press Impressions: 1,593,095.

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MEMORANDUM TO: Deputy Chief, Administrative Services
 APPROVED FOR RELEASE 2003/02/27 : CIA-RDP54-00177A000100130043-2

FROM : Assistant Chief, Reproduction Division

SUBJECT : Monthly Progress Report

7 February 1951

1. Problems: personnel and space. 2. Volume: total jobs received: 1,812 • total jobs delivered: 1,875.

3. Breakdown of completed work for the month of January:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office									3	1,716	8	1,742				
ONE									1	1,542			11	3,115		
ORR	79	1,788	3	10	26	1,355		60	38	627,193	7	22,285	4	953	5	9,265
OSI	34	478	1	260	8	214		15	57	15,099	9	862	1	64		
OCD	296	21,571			366	48,277	63	35,361	112	1,524,753	14	17,136	2	36,000	22	4,695
OIC					11	605		104	2	730	27	4,247				
OSO	55	7,464	11	1,892	73	18,207		4,496	19	79,422	1	60				
OPC	29	4,693			13	2,126		1,048	4	9,300						
OO	16	444			12	6,676	9	1,594	16	95,258	86	4,548,895	27	24,194		
Management									4	14,908	13	34,147				
General Counsel	1	16							2	1,000						
Security	3	143			14	2,755			6	6,700	3	3,400				
Ad/Services	21	327	4	58	3	7,647	10	4,700	9	53,469	4	975				
Finance	2	44							8	19,960	3	8,293				
Medical									2	800						
Personnel	24	1,194			24	1,199		10	33	45,220	63	58,745	1	1,000		
Procurement									21	267,300	15	9,210			1	100
TOTALS	560	38,162	19	2,220	550	89,061	82	47,388	337	2,764,370	253	4,709,997	46	65,326	28	14,060
BACKLOG	12	1,425			194	101,558	3	350	19	163,380	1	108				

GPO Production: Offset Impressions: 97,810 Letter Press Impressions: 782,335.